

March 2, 2009

MEMORANDUM

TO: Dr. Calvin D. Jamison
Vice President for Business Affairs

FROM: Rick Dempsey, Associate Vice President

XC: President
Vice President for Business Affairs

RE: Request to fill mission-critical vacancy in Facilities Management

Position Title and Salary Range: Coordinator of CADD Drafting Salary Range 9
Department: Facilities Management
Funding Source (Account Number): 02-XXXXX

Include a justification statement explaining (a) why the position is mission-critical and (b) why the position should be filled at this time.

UTD has one Coordinator of CADD Drafting position. The incumbent is retiring. This position is mission-critical because it supports all of the new construction on campus by helping the University maintain compliance with state and local building codes. Also this individual maintains the inventory of as-built drawings for all University buildings and related utility systems. Being able to access this inventory quickly and accurately is a safety and compliance issue.

Due to the fact that we have a number of construction projects in-process and more ready to begin, it is essential that we fill this position now rather than later in the year.

Signature of Hiring Manager _____
Associate Vice President

Approved

Not Approved

Calvin D. Jamison

Please route to Human Resources. HR will post vacancy and send copies of approval to hiring unit and Budget Office.